Volunteer Supervisor/Volunteer Coordinator Name:	
Date and location of Induction:	
Name of Volunteer attending Induction:	
Volunteers Tel Number:	
Volunteers Emergency Contact Name:	
Volunteers Emergency Contact Number:	
Agreed shift(s) and time(s):	

Check List. Please Tick Box

Welcome and Introduction:

- ☐ Check Volunteer (s) knows where to sign in and out.
- ☐ Given tour of building and introduced to key staff and other volunteers (If appropriate); look out for slips, trips and falls during tour. Advise who to report concerns to.
- ☐ Wearing appropriate footwear and uniform.
- ☐ **For any ICU** roles reminded bare beneath the elbow, no nail varnish, wedding ring only and uniform should be washed at 60 degrees and other items of clothing as high as possible.
- ☐ Informed of/shown where to store personal items.
- ☐ Shown restrooms and where to get refreshments.
- ☐ Aims and objectives and purpose of role.
- ☐ Handwashing and dress discussed. **For any ICU** roles, reminder not to interact with any patients isolated as they have an infectious disease and there may be occasions when a fluid resistant facemask is worn.
- ☐ **For any ICU** roles, confirm no manual handling of patients, including manoeuvring a patient's bed when they are in it. Seek staff support if it appears that a patient needs to be moved/or they request this.
- ☐ If under 18 years of age, check that 'Safeguarding Process' has been read and understand and sign post to Voluntary Services if they have any questions.
- ☐ If required, confirm arrangements for using a wheelchair and that volunteer has read training leaflet in handbook on this (please bear in mind this is an optional task).
- ☐ Shown the location of any required resources for the role, e.g. RITA, IT equipment, stationary etc and also if part of the role, tea and coffee making facilities.

Communication:

- ☐ Told who to notify (and how) in case of absence.
- ☐ Action to be taken in an emergency/reporting of incidences explained.
- ☐ Who to report to with problems/ issues/ questions.
- ☐ Use of Mobile phone whilst onsite explained.
- ☐ Volunteer advised that a staff member will regularly check in with them as agreed, to see how things are going and any concerns.
- ☐ Fire Procedures explained and Local Induction Fire Safety check list completed.

Local Induction Fire Safety:

- ☐ Explain how and who calls the Fire Service.
- ☐ Means of escape.
- ☐ Walk to the fire assembly point pointing out/discussing the following:
  1. Nearest and any alternative escape routes.
  2. Position and how to operate the Fire Alarm Call Points.
  3. Sound of the Fire Alarm sounders i.e. bells or warblers.
  4. Location of Assembly Point.
  5. Days and times of regular Fire Drill, remind volunteer(s) they can happen at any time.
  6. Identify that the Fire Warden(s) Will be in High Vis Jackets and that who its each day could change due to staffing.

ONLY COMPLETE IF ASKED IN ADVANCE BY VOLUNTARY SERVICES TO CHECK VOLUNTEER'S ORIGINAL ID

- ☐ ID piece 1:
- ☐ ID piece 2:
- ☐ ID piece 3:

Please email a copy of this section back to Voluntary Services contact

Signed …… Signed ……

(Volunteer Supporter/Coordinator) ` (Volunteer)

Date: ……